Letter of Interest Sample To Teach In an Institute

[Date]

[Principal’s Name]  
[School Address]  
[--------------------------------------]  
[Phone number]  
[principalemail@exampledotcom]

Respected Mr. ABC,

As a compassionate and experienced educator who recently read about your many successes. In the pages of the [name of magazine/website], I wanted to personally write to you and submit myself for consideration as a teacher at [institute/school name].

I currently work at [name]. I have [10+ years] of experience teaching second-grade classes of 20-30 students. I am a cooperative, competent teacher of English, Math, Science and adept at using positive reinforcement techniques to encourage good behavior. Some of my key achievements have been pioneering a 7;30- 9 a.m. open-door meeting policy for parents and students, and launching a weekly after school art class that has inspired my students to dream big. However, my wife and I will be relocating to [city name], and so I am looking for opportunities in the area.

I am excited about the possibility if working with students at [school name] to help them pursue their dreams. I would be grateful for the chance to speak with you about how I can support and educate your student. I’d be happy to call you at your office if you have time during the week. I can be reached at [email address/ phone number].

Looking forward to speaking with you!

Sincerely,

[Your Signature]  
[Name]

